
Planning and Management of Information
Technology Projects

Block I. Item 2.

Project preparation

Person who is dedicated to computer

Master in Computer Engineering
University of Granada



goals

- Knowing the mass media project
- Knowing the sizes and types of documents to be submitted
- See how to write a technical proposal and a report
- Knowing the importance of coordination manual
- Discover the usefulness of proof of concept and pilot studies

contents

1. Types of projects
2. Steps to Application
3. Call
4. Pliegos
5. Technical Proposal
6. Coordination Manual
7. Reports
8. Pilot / Proof of Concept Study

1. Types of projects

- To request:
 - Competition in public call
 - Direct award

- own:

Arise in the company, to be performed by the IT department.

2. Steps to Application

1. See announcements Search
2. See specifications: administrative and technical
3. Presentation of documentation:
 - Technical proposal
 - Budget
 - Other: curriculum, guarantees, bank statements, guarantees, ...
4. Award [negotiating]
5. Review of previous data, obtaining permits and authorizations

3. Call

- **open** All applicants have full proposal
 - **restricted** All applicants present a summary and will only be invited to submit a full proposal to applicants who have been shortlisted
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- **public**: BOE tenders and contracts, BOJA, entities associated companies and administrations, ...
 - **private** : Contracts or agreements. website, bulletin boards, contacts, ...

4. Pliegos. Contract specifications

They are the most important from the point of view contractual document. Set how to do the project, duties and obligations. There may be one other administrative and technical, including:

- General legal and administrative conditions.
- Conditions on materials and equipment, referencing standards and government regulations.
- Execution conditions.
- economic conditions and payments.

4. Pliegos. Administrative Pliego 1

ELEMENTS OF CONTRACT:

1. Legal framework of the contract.
2. Purpose of the contract.
3. Budget bidding and contract price.
4. Existence of credit.
5. Lead time.
6. Capacity and solvency of the employer to recruit.
7. Contractor Profile.

CONTRACT AWARD

8. Process Allocation.
9. Presentation of proposals.
10. Selection and award contractor.
11. Formalization of the contract.

4. Pliegos. administrative signature 2

PERFORMANCE OF THE CONTRACT

- 12. Responsible for the contract.
- 13. Execution of the contract.
- 14. labor, social, and economic Contractor Obligations.
- 15. Insurance.
- 16. Timing and penalties
- 17. Payment of the price.
- 18. Reception.
- 19. Ownership of work done.
- 20. Amendment of the contract.
- 21. Termination of the contract.

4. Pliegos. Administrative Pliego 3

Management prerogatives. JURISDICTION AND MEANS

22. Privileges Administration.

23. Jurisdiction.

24. Special Resource recruitment.

4. Pliegos. Administrative Pliego 4

ATTACHMENTS

- Means of justification of economic, financial and technical or professional solvency and selection criteria.
- Declaration responsible for having capacity to contract
- Indicative model guarantee.
- Certification does not fall within incompatibility to hire
- economic proposition.
- Variants or alternatives provided.
- Objective criteria for awarding and scale of assessment.

4. Pliegos. technical specifications

1. Project Objectives
2. Description of services to be provided
3. Work organization
4. Ownership of work
5. Ensuring and maintenance
6. Service Level Agreements
7. Acceptance of Services
8. Background information
9. Deadlines and penalties
10. Precio model contract and financial offer
11. Contenido of the technical proposal to submit
12. The criteria valuation

5. Technical Proposal

- Title
- Summary
- Place of execution
- Duration
- Objectives (functionality, quality, deadlines, costs, ...)
- Background and Rationale (history group, market studies, information about the theme of the project, ...)
- Activities in relation to the objectives
- Schedule: activities and involvement of the participants. Deliverable each activity
- Tracking channels
- Value added
- [Benefits and beneficiaries]

"If you have *nine hours* for *cut a tree*, dedicated *seven* to *Sharpen* the ax "Abraham Lincoln.

6. Coordination Manual

Team development agreements, written and signed document:

- Lifecycle
- development methodology
- software development resources
- Organization team (structure, standards)
- Tools for communication in the team
- Customer relations (interviews, meetings, reviews, ...)
- Documentation standards
- Code standards
- Versioning (method and tools)
- Quality management (process and tools)

7. funders ...

- conducting periodic reports: activities and outstanding: time, results, Deliverables
- intermediate and final rating
- Planning and conducting training
- Plan and carry out dissemination (if applicable)
- Consultations, questionnaires, interviews, bilateral meetings with stakeholders concrete.

8. Pilot / Proof of Concept Study

- **Proof of Concept** : Before, it determines feasibility and inventive innovation involves
- **Pilot study**: then test results and satisfaction goals

8. Pilot / Proof of Concept Study

- Hypothesis
- Population: field, special requirements, age, sex, differentiating level, number of individuals. Type of study: Group experimental control-group / Case studies.
- Materials: test, questionnaires, interviews
- Informed consent (ethics committee)
- Statistical analysis and reporting
- Indispensable for Marketing and Publications